

METER MAIL PREPARATION

Agencies should follow these guidelines when sending mail to DMB for processing.

- All mail should be faced in the same direction and include a postal account card.
- Separate *I.D.*, *stamped* and mail to be *metered* by bundling with rubber bands.
- Separate *accountable* mail (Certified, Registered, Insured), attach a postal account card and a completed USPS Form-3877. (*All certified mail **must** be sealed. For quick identification and processing, accountable mail should be placed on top of mail tubs sent to DMB).
- Keep foreign mail separate, bundle if possible and mark as "Foreign Mail".
- Separate and clearly identify items to be sent via UPS, include a separate postal account card for these items.
- Nest all unsealed letter size envelopes and rubber band them together, keeping handwritten and mechanically printed mail pieces separate.
- Seal or tape closed all envelopes that are ¼" or more in thickness. It is suggested that not more than seven (7) sheets of 8-½" x 11" paper be folded and inserted into a #10 envelope. This allows for efficient processing and maximum postal discounts.
- All flat mail **must** be sealed (9x12, 10 x 13, etc.).
- All sheets of paper in a #10 envelope should be folded evenly, and sit below the top of the envelope to allow for proper sealing.
- The entire address block must be visible through the envelope window at all times.
- Stamped mail will be delivered to the Post Office; it should be separated and bundled with rubber bands. Include any outgoing Business, Courtesy, or Metered Reply Mail with stamped mail.

For questions or to obtain additional information, please contact Mailing Services at (517) 322-1899.